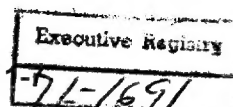


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6 April 1971

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1-31 March 1971

1. The workload in March 1971 was 76,567 items, a 25% increase over March 1970. This total exceeds by 3,713 items or 5% that of any prior month in the history of the Cable Secretariat. Through 31 March 1971, we are 27,916 items or 5% under the same period in 1969, which was our peak production year. For the nine months of FY 1971 we are running 3% more than for the same period in Fiscal Year 1970. Forty-five times during the month there were more than 1,500 items available for a shift to work on and eight times there were 800 or more items left for the next shift. By using our supervisors and skilled analysts as clerks and press operators, we were able to move the cables out.

2. As of 31 March 1971 we had an assigned strength of persons making us even with our authorized strength for FY 71.

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3. On 9 March 1971 Rochester, N.Y., visited the Cable Secretariat, CRS, and Printing Services Division. Xerox is developing a new concept in the reproduction and handling of documents. was looking for information and suggestions from a user standpoint to aid in development.

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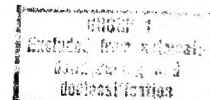
4. of DOMCA, conducted several briefings on the ACT-I model for the benefit of the Cable Secretariat personnel. The briefings served to better acquaint us with what is in store for us in the near future.

5. On 15 March 1971 the Cable Secretariat requested an additional red line telephone be installed in the Message Center. We also requested

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that the telephone branch monitor the four existing lines (three black and one red) and give us the results. The three black lines average 173 calls per day and are in use for a total of five hours and 48 minutes per day. The red line averaged 138 calls per day for a total of three hours per day. [] of the telephone branch stated that the figures, particularly the red line, were the highest ever recorded by the Agency. Approximately 70% of these calls were queries pertaining to added disseminations, technical problems and requests for cables which had to be obtained from other agencies. The remaining 30% of the calls were liaison with other agencies.

[]

✓ Cable Secretary

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